



City of Atlanta
Department of Grants & Community Development

eCivis Sub-recipient Application Submission User Guide

Application Submission Process

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Reviewing the solicitation

The solicitation contains five parts:

- Summary
- Eligibility
- Financial
- Contact
- Files

In the **Summary**, **Eligibility**, and **Financial** tabs, you can review the program requirements to determine the eligibility of your project/program. In the City of Atlanta **Contact** tab, a program contact is listed for additional program related questions. For any technical questions on the submission portal, contact eCivis staff at support@ecivis.com. In the **Files** tab, you will find program and application submittal files along with the documents you are required to complete and submit with the application:

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top, there is a blue header with the program name and a 'Apply' button. Below this is a navigation bar with five tabs: Overview, Eligibility, Financial, Contact, and Files. The 'Summary' tab is selected. The main content area is divided into two columns. The left column contains fields for ID, Title, Application Start Date, Application End Date, CFDA, and Reference URL. The right column contains a 'Summary' section with a description of the program's purpose.

Government Organization	
Re-Entry Youth Program	
Apply	
Overview Eligibility Financial Contact Files	
ID:	N/A
Title:	Re-Entry Youth Program
Application Start Date:	10/18/2018
Application End Date:	11/09/2018
CFDA:	N/A
Reference URL:	
Summary:	
The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.	

Downloading the required documents

Before beginning the application process it is critical that all required documents are downloaded and completed. Also, the guidance documents should be downloaded for reference during the application process.

1. Click on the title of the file to download the document:

The screenshot shows the 'Government Organization' page for the 'Re-Entry Youth Program'. At the top, there is a blue header with the program name and a 'Apply' button. Below this is a navigation bar with five tabs: Overview, Eligibility, Financial, Contact, and Files. The 'Files' tab is selected. The main content area is divided into two columns. The left column contains a 'Files' section with two links: 'NOFA (10.9 Kb)' and 'FAQs (10.9 Kb)'. The right column contains a 'File Notes' section with a description of the NOFA file.

Government Organization	
Re-Entry Youth Program	
Apply	
Overview Eligibility Financial Contact Files	
Files:	
NOFA: NOFA (10.9 Kb)	
FAQ: FAQs (10.9 Kb)	
File Notes:	
The NOFA file contains general program information. The Guide file contains additional program information. Portions of the code of federal regulations (CFR) pertaining to this program are included as the ProgramRule file. The InterimRule file contains updated program information. The SpecialNotice file contains special instructions regarding the submission of consolidated and annual action plans for FY 2018. The Allocations file contains information on allocations through this program. Additional program resources can be found online at www.hudexchange.info/programs/home/ .	

Beginning the application process

1. When you are ready to begin the application process, click on the *Apply* button on the top left side of the screen. You will be taken to the online grant application portal where you can answer the pre-qualification questions and upload all the required documents:

Government Organization

Re-Entry Youth Program

Overview Eligibility Financial Contact Files


ID:	N/A
Title:	Re-Entry Youth Program
Application Start Date:	10/18/2018
Application End Date:	11/09/2018
CFDA:	N/A
Reference URL:	

Summary:

The purpose of this program is to assist communities in planning and implementing comprehensive reentry programs that help young offenders transition successfully into their home communities after release from incarceration. Projects must serve young adults between the ages of 18 and 24 who have been involved in the juvenile or adult justice system and who reside in high-poverty, high-crime communities. Awards will be distributed to a combination of rural- and urban-serving organizations.

2. Log in to the Portal. If you are a current eCivis user, you can enter your eCivis username and password to log in; then, click on the eCivis Login button. If you created a Portal account, enter your information and then click on the Portal Login button. If this is your first time using the *Portal* you will need to click on the green *Create an account* button to create your account. (This account is free.)

Welcome to the Portal

 This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login or eCivis® Login

Do not have an account?

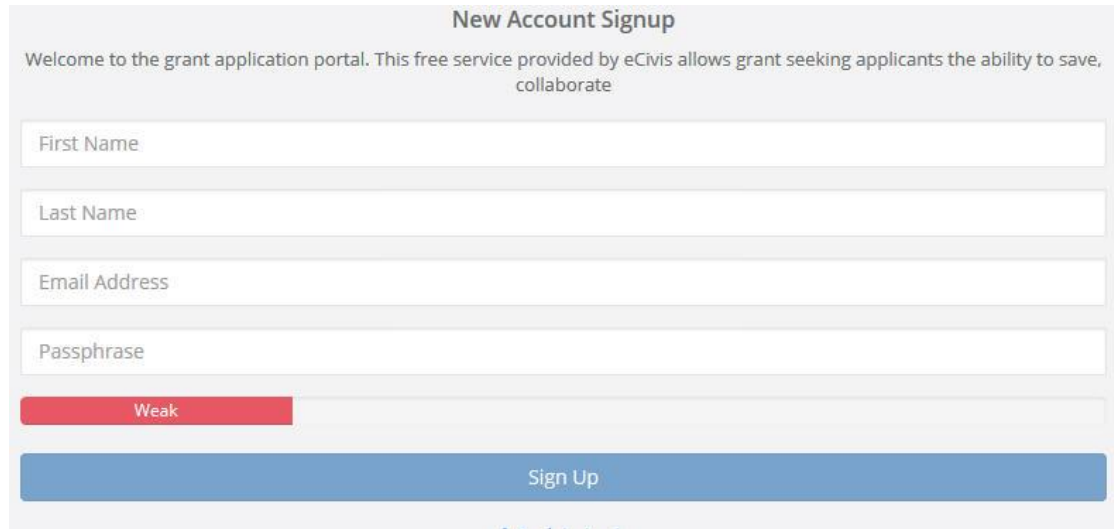
Create an account

eCivis Grants Network user?

Use your existing login above and the eCivis Login button.

3. On the *Create an account page*, enter basic information:

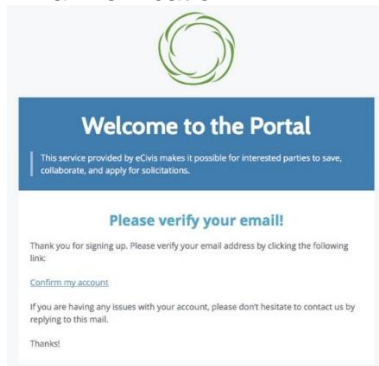
- a. First name
- b. Last name
- c. Email address
- d. Password



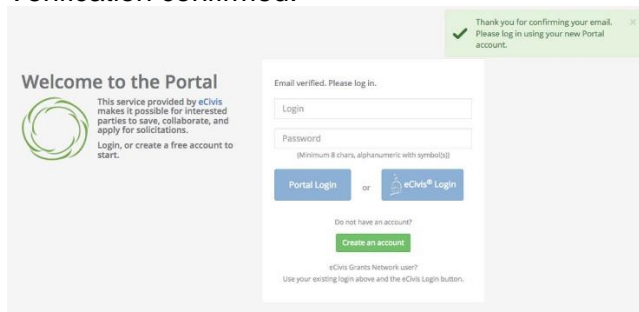
The image shows a 'New Account Signup' form. At the top, it says 'Welcome to the grant application portal. This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate'. Below this are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Passphrase'. The 'Passphrase' field has a strength indicator below it showing 'Weak' in a red box. At the bottom is a large blue 'Sign Up' button.

4. After clicking *Sign up* you will be sent an email confirming your email address to complete the process:

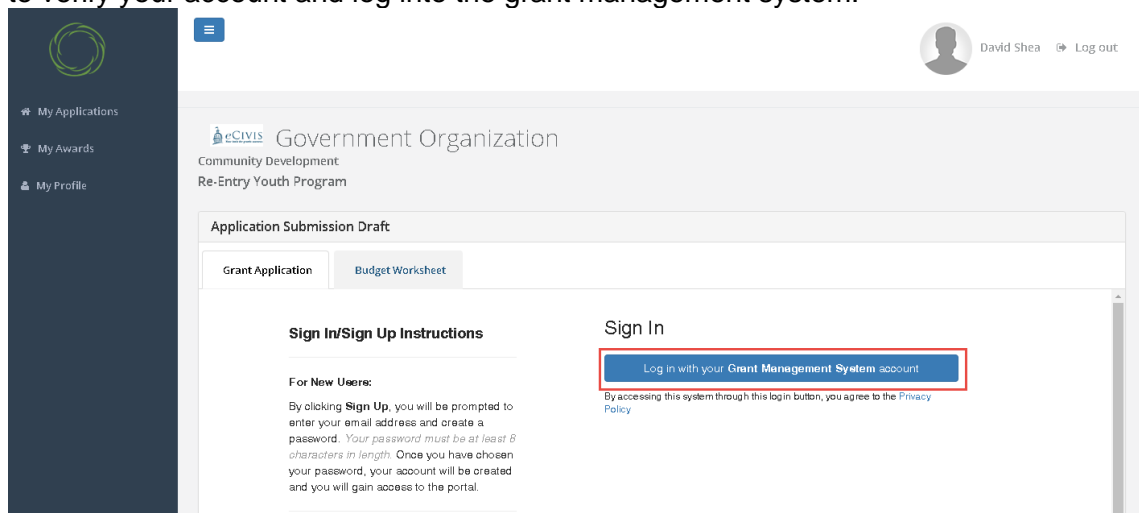
- Email verification:



- Verification confirmed:



- Once you have logged in and verified your email address, you will be brought back to the original application you desired to apply for. Prior to beginning the application, you will need to verify your account and log into the grant management system:

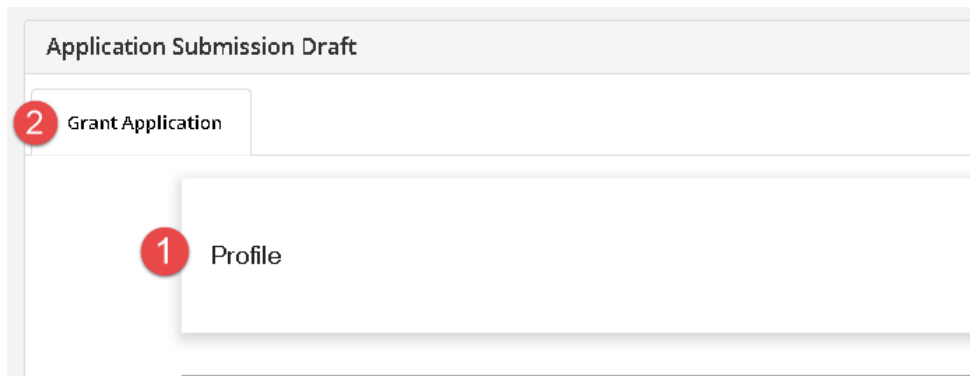


Application Components

Open any program guidance files and use this to reference how each section of the application should be completed.

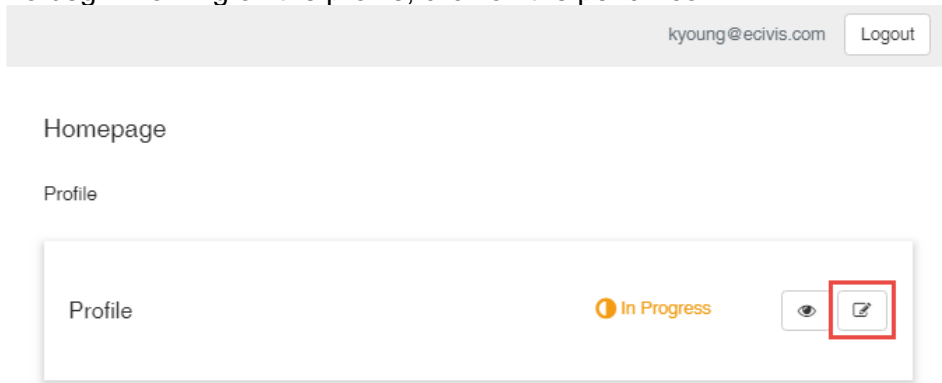
There are two primary sections to the application:

- Profile**
- Application**

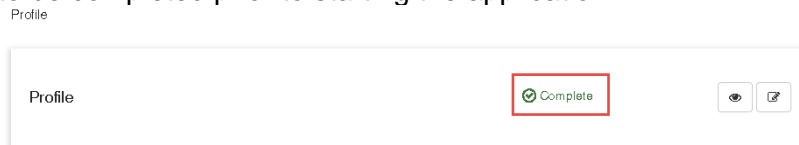


Completing your profile

1. To begin working on the profile, click on the pencil icon:



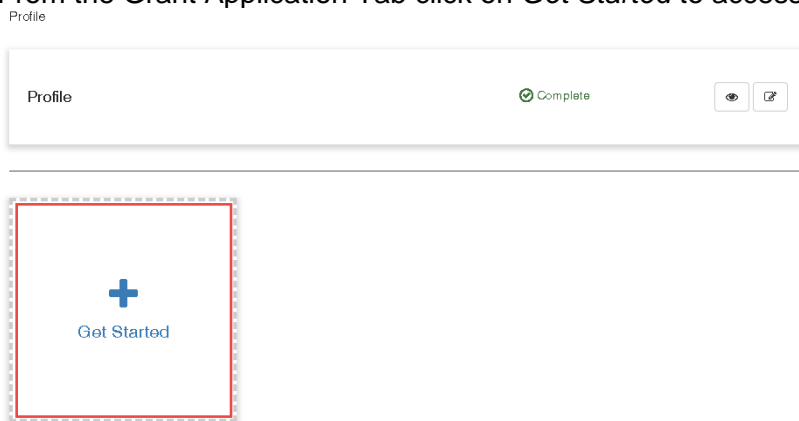
2. Complete all required fields, marked with a red asterisk. If you plan to complete your profile at a later time, select *Save Draft*. To complete your profile, select *Save*. Your profile will need to be completed prior to starting the application:



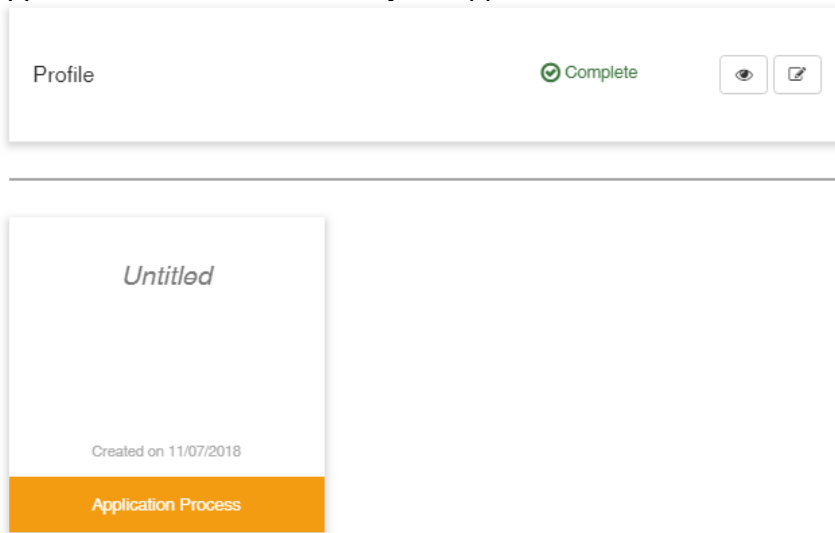
Starting the Application

After you have completed your profile, the application tab will be available.

1. From the Grant Application Tab click on *Get Started* to access your application:



2. Your application can also appear as an Untitled application. Click on the yellow box titled *Application Process* to access your application:

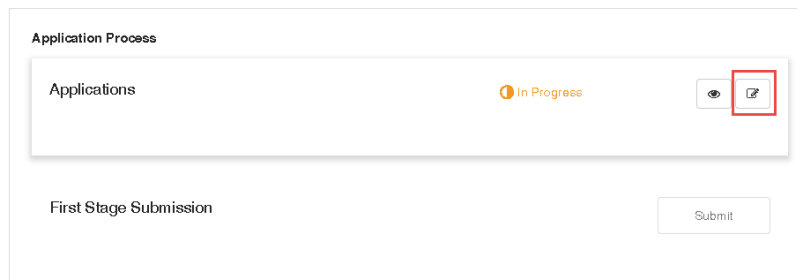


Completing the Application

The *Application* section contain may contain required fields that require you to select the appropriate check box, selection from a dropdown lists, complete narrative fields and file upload files. Refer to your program specific guidance on the appropriate content for each field.

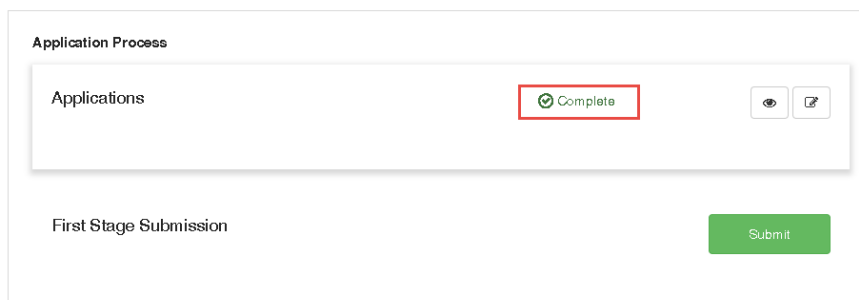
1. Click on the Writing icon to begin completing your application:

[Homepage](#) > *Untitled*



2. Complete all required fields. At the bottom of the page select *Save Draft* to save your work and complete at a later time. To complete your application select *Save*:

[Homepage](#) > Government Organization Application




Printing the Application


You can print your completed application for your records. Click on the Eye icon to view the application and then on the Print button.

Application Process

Applications

Action Required

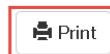




Application Submission

Submit

[Homepage](#) > [Untitled](#) > Applications View Draft




Add another Application


For programs allowing multiple applications from the same organization, you will see the option to *Add Another* on the Homepage.


1. Select this option and complete the Application for the 2nd submission. Repeat this process untill desired submissions have been made. If returning to complete your application that was previously left in a draft status, click on the applicable Program Box and then click on the Writing icon to complete your application:

Profile

Complete







Another program

Created on 04/24/2018

First Stage

Untitled

Created on 04/20/2018

First Stage

Standley Creek
Sediment Reduction
Project

Created on 01/23/2018

First Stage

Submitting your application

1. Once you have completed your application and your budget, click on *Submit* to send your application to the funding agency:

[Homepage](#) > Government Organization Application

Application Process

Applications

Complete

First Stage Submission

Submit

2. Your application has been submitted and is now Under Review:

[Homepage](#) > Government Organization Application

Application Process

Applications

First Stage Submission

✓ This has been submitted.

Congratulation! Your application has been successfully submitted.